

## **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CONDUCTING ENVIRONMENTAL ASSESSMENTS AND REUSE PLANNING**

The North Central Planning and Development District ("District") hereby solicits written Statements of Qualifications (SOQ) from professional environmental consulting firms interested in contracting with the District to assist in application for grant funds, perform grant management activities, environmental assessments, site re-use planning, and related activities associated with brownfield assessment and redevelopment. The firm selected will be eligible to negotiate a contract with the District. Since no federal brownfield funding has been awarded to the District at this time, no minimum order or work is guaranteed. If the selected firm is unsuccessful in negotiating a contract or does not maintain the minimum requirements, the District, at its discretion, may select the next ranked firm for contract negotiation. All work will be ordered on an "as-needed" basis. Though a federal brownfield grant funding would be for a three year period, the selected firm will be eligible for contract negotiation for five (5) years, with optional years at the District's discretion.

The minimum requirements, which must be satisfied on or before October 25, 2019 and maintained for the duration of a contract with the District, for an applicant to be considered, are:

- (1) the applicant must be a "Brownfield Consulting Firm" that has been approved by the Mississippi Commission on Environmental Quality (MCEQ);
- (2) the applicant must submit five (5) copies, signed by an authorized representative of the applicant, of the SOQ on or before the time and date specified below; and
- (3) the applicant must not submit an SOQ that exceeds twenty (20) pages (includes every printed page except front and back cover and transmittal letter); and
- (4) the applicant must submit on a CD and in PDF format example final work product which includes:
  - a. One (1) Phase I Environmental Site Assessment (ASTM E1527-13) that meets EPA's "All Appropriate Inquiry" Standard and has been completed by the firm within the last two (2) years; and
  - b. One Quality Assurance Project Plan (QAPP) that has been approved by the EPA for a brownfield site and has been completed by the firm within the last two (2) years.

Applicants that do not comply with these minimum requirements and/or do not satisfactorily document in the SOQ that they meet the minimum requirements will not be considered. Selection of the Firm, in addition to the minimum requirements, will be based on the following rating criteria: (1) environmental assessment and site re-use planning experience of key personnel that involved hazardous/toxic substances, pollutant, or contaminant; and (2) EPA Brownfield Grant management experience. Information for Preparation of Statement of Qualifications may be obtained by contacting Steve Russell, Project Manager at the North Central Planning and Development District via email at [srussell@ncpdd.org](mailto:srussell@ncpdd.org), or by telephone at (662) 283-2675.

Applicants are responsible for ensuring that the SOQs are received by the following person by the required time and assume all risks of delivery. The District must receive on or before 3:00 p.m., October 25, 2019, five (5) copies of an SOQ:

Mail & Delivery Address:

Mr. Steve Russell  
North Central Planning and Development District  
28 Industrial Park Boulevard  
Winona, MS 38967

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